

# Darwin Central Hotel



## *Events Information*

21 Knuckey Street, PO Box 4625,  
Darwin NT 0801, Australia

P: +61(0)8 8944 9000      F: +61 (0)8 8944 9100

E: [events@darwincentral.com.au](mailto:events@darwincentral.com.au)

W: [www.darwincentral.com.au](http://www.darwincentral.com.au)

# Darwin Central Hotel

*Experience the professional touch, when you leave all your conferencing needs to the experienced team at the Darwin Central Hotel. Our Pride of being the leader in the field of Conference Management is reflected in our attentive assistance in creating your personalized package. We cater for up to 100 people offering versatile tailor made menus served by highly qualified staff. Whether you are visiting or reside here, the Darwin Central Hotel is the ideal venue in the heart of the city and undoubtedly a perfect choice for any event.*

## **PRICES & QUOTATIONS**

Prices and Quotations for conferencing services are available upon request. We provide personalized quotes based on your specific requirements, budget and expectations. See below for suggestions on room set ups, packages and menus or contact us to discuss your ideas and requirements and let us take care of your conferencing needs. Contact the DCH Events Department on P:08 89449000 or [events@darwincentral.com.au](mailto:events@darwincentral.com.au)

## **CONFERENCE ROOMS**

The Darwin Central Hotel has three conference rooms available on either a half day or full day hire. Alternatively depending on the size of your event, our rooms can be combined to be opened into 2 rooms or 1 large room. Break out room option are also available. Conference room hire prices will be included in your event package.

## **BUSINESS SERVICES**

A range of business services are available whilst your event is in motion. This can include faxes, photocopying, transparencies and secretarial support. Additional charges are applicable for these services.

## **ACCOMMODATION**

The Darwin Central Hotel has a range of accommodation options to compliment your conference needs. We offer special discounted conference accommodation rates for everyone involved. Check our availability and find out about our great rates. We are more than happy to organise a complete package for all your needs. Ask us how...

## AUDIO VISUAL EQUIPMENT

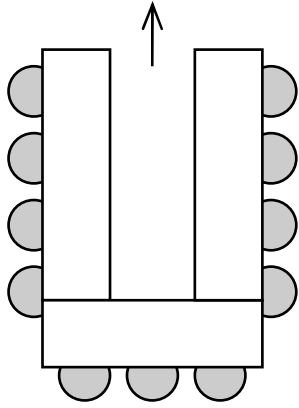
Darwin Central Hotel is ready to assist you with your audio visual requirements. The following is a basic list of equipment available. If you require an item please let us know and we will do our best to source the equipment. Any charges applicable will be incorporated into your conference package.

The following is a list of equipment available but not limited to:

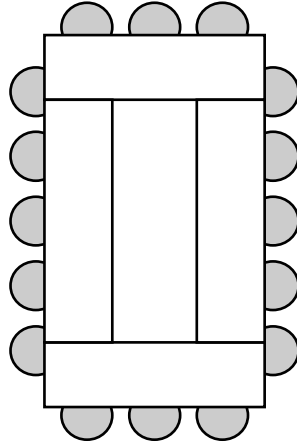
- Lectern
  - Standard Whiteboard
  - Screens
  - Flip Chart (Additional flip Chart Pad)
  - High Powered OHP
  - TV and VHS, DVD
  - Lapel Microphone & Single Speaker
  - Hand Held Microphone & Single Speaker
  - Lectern Microphone & Single Speaker
  - Electronic Whiteboard
  - Data Projector
  - Data Projector—XGA (1024x768 display)
  - Slide Projector
- 
- Staging
  - Dance Floor



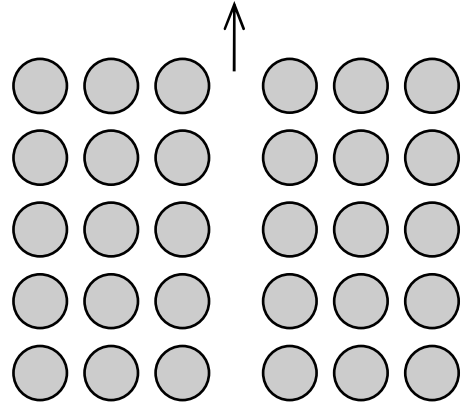
# FLOOR PLAN SET UPS



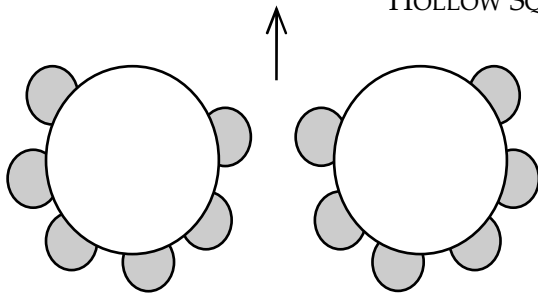
U-SHAPE



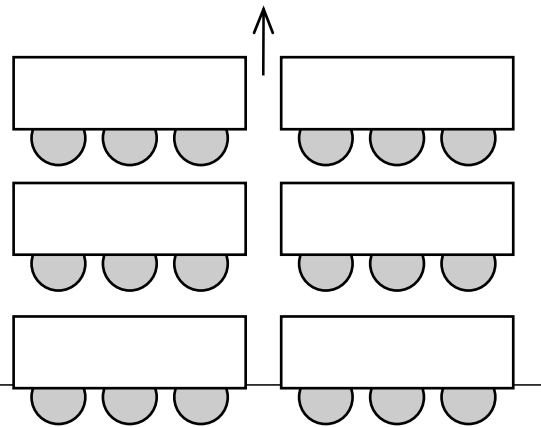
HOLLOW SQUARE



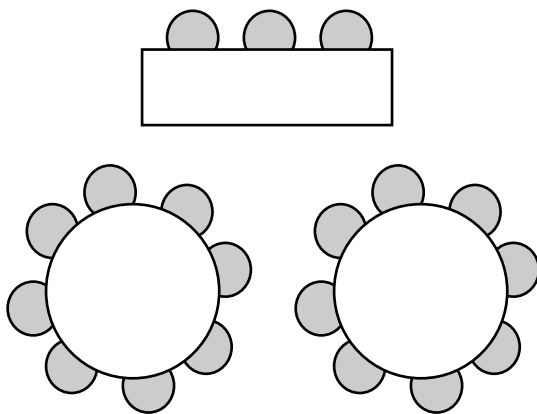
THEATRE STYLE



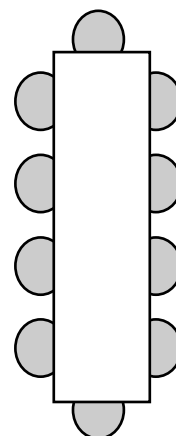
OPEN ENDED ROUNDS  
(WORKSHOP STYLE)



CLASS ROOM



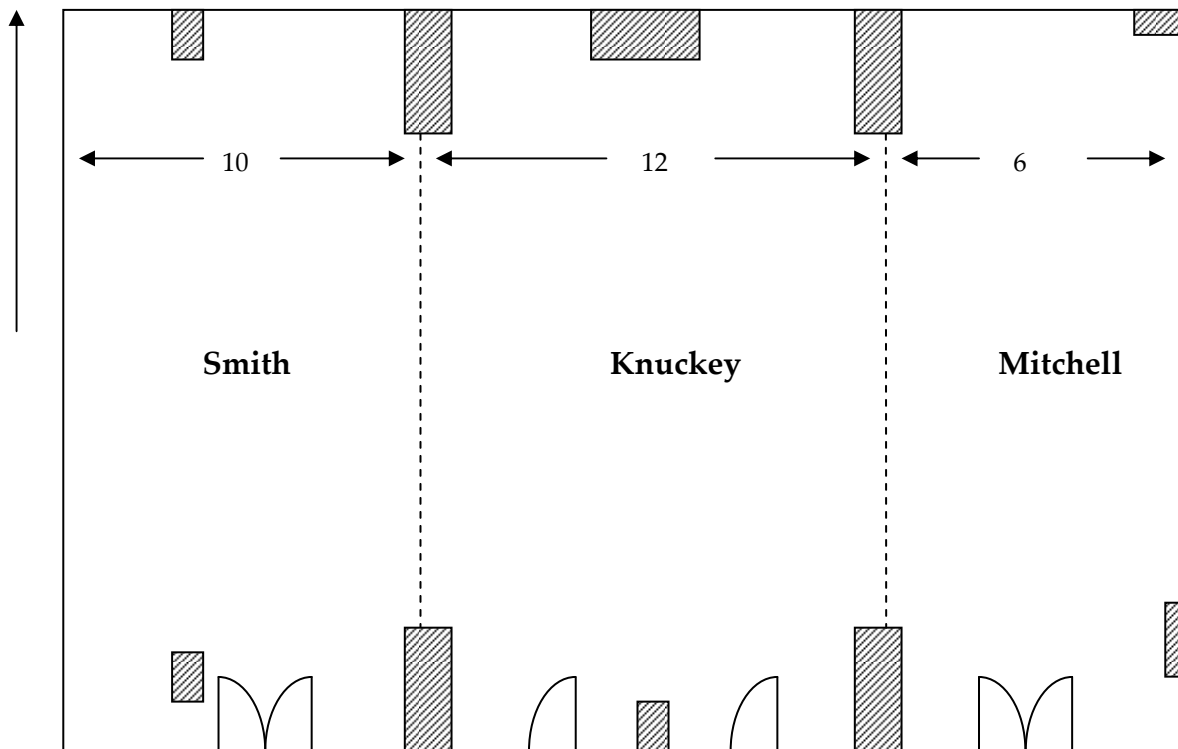
ROUND TABLES  
(HEAD TABLE OPTIONAL)



BOARDROOM

The diagrams above indicate possible floor plan set ups.  
(Arrow indicates direction of presentation.)

# ROOM LAY OUT & SEATING GUIDE



## APPROXIMATE SEATING CAPACITY PER ROOM

Set Up	Conference Rooms		
	Smith	Knuckey	Mitchell
Theatre Style Layout	35	50	15
U – Shape Style Layout	20	30	15
Dinner Style Layout	40	60	30
Cocktail Style Layout	40	60	25
Boardroom Style Layout	30	32	20
Classroom Style Layout	20	30	14
Cabaret Style (Open ended – 7 seater)	30	35	14
Size m <sup>2</sup>	80m <sup>2</sup>	96m <sup>2</sup>	48m <sup>2</sup>
Ceiling Height	2.4m	2.4m	2.4m

# CONFERENCE PACKAGES

## HALF DAY CONFERENCE PACKAGES (Maximum 4 Hours)

If the duration of your conference or event will be 4 hours or less the following options could be considered for your event. Any package can be personalized to your needs.

### Option 1 — **BRONZE PACKAGE**

Room Set Up  
Water, Mints, Pads & Pens

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### Option 2 — **SILVER PACKAGE**

Room Set Up  
Water, Mints, Pads & Pens  
Freshly Brewed Coffee & Tea

### Option 3 — **GOLD PACKAGE**

Room Set Up  
Water, Mints, Pads & Pens  
Freshly Brewed Coffee & Tea  
Morning or Afternoon Tea

\* please refer to page 11 for morning and afternoon tea options

# CONFERENCE PACKAGES

## FULL DAY & EXTENDED CONFERENCING PACKAGES

If the duration of your conference or event will be 4 hours or more the following options could be considered for your event. Any package can be personalized to your needs.

### Option 1 – **BRONZE PACKAGE**

Room Set Up  
Water, Mints, Pads & Pens

### Option 2 – **SILVER PACKAGE**

Room Set Up  
Water, Mints, Pads & Pens  
Freshly Brewed Coffee and Tea

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### Option 3 – **GOLD PACKAGE**

Room Set Up  
Water, Mints, Pads & Pens  
Freshly Brewed Coffee and Tea  
Morning or Afternoon Tea\*

### Option 4 – **PLATINUM PACKAGE**

Room Set Up  
Water, Mints, Pads & Pens  
Freshly Brewed Coffee and Tea  
Lunch^  
Morning and Afternoon Tea\*

\* please refer to page 11 for morning and afternoon tea options

^ choice of options depending on your budget and requirements

# BREAKFAST

## BREAKFAST OPTIONS *in the* CONFERENCE ROOMS

### STAND UP BREAKFAST

Orange Juice  
Selection of Warm Pastries  
Fresh Fruit Platter  
Freshly Brewed Coffee & Tea

### SIT DOWN BREAKFAST

Scrambled Eggs, Bacon, Sausages, Tomato & Hash Brown  
Orange Juice  
Fresh Fruit Platter  
An assortment of Danish Pastries  
Freshly Baked Rolls  
Assorted Condiments  
Freshly Brewed Coffee & Tea

## BREAKFAST OPTIONS *in* WATERHOLE RESTAURANT

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### FULL BUFFET BREAKFAST

Scrambled Eggs, Bacon, Sausages, Tomato & Mushrooms  
Orange Juice  
Fresh Fruit Platter  
An assortment of Cereals  
An assortment of Danish Pastries  
White and Wholegrain Toast  
Assorted Condiments  
Freshly Brewed Coffee & Tea

### CONTINENTAL BUFFET BREAKFAST

Orange Juice  
Fresh Fruit Platter  
An assortment of Cereals  
An assortment of Danish Pastries  
White and Wholegrain Toast  
Assorted Condiments  
Freshly Brewed Coffee & Tea

# LUNCH

## CONFERENCE LIGHT LUNCH

A Selection of Gourmet Rolls or Sandwiches  
Seasonal Fresh Fruit Platter  
Orange Juice

## CONFERENCE WORKING LUNCH

(Minimum of 15pax)  
A Selection of Gourmet Rolls  
Crisp Garden Greens  
Seasonal Fresh Fruit Platter  
Orange Juice

## CONFERENCE PASTA LUNCH

(Minimum of 25pax)  
A choice of Lasagne or Chicken Alfredo  
Crisp Garden Greens  
Freshly Baked Roll  
Seasonal Fresh Fruit Platter  
Orange Juice

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## CONFERENCE HOT BUFFET LUNCH

(Minimum of 25pax)  
Beef Ragout, Roast chicken, Herbed Potato, Steamed Rice  
Crisp Garden Salad  
Seasonal Fresh Fruit Platter  
Freshly Baked Bread Rolls  
Orange Juice

## CONFERENCE PLOUGHMAN'S LUNCH

(Minimum of 25pax)  
Selection of Cold Meat, Cold Chicken wings, Vegetable Crudites  
Crisp Garden Greens  
Freshly Baked Bread Rolls  
Orange Juice

# LUNCH

## ALTERNATE DROP LUNCH

(Based on a Minimum 25 persons—2 choice)

Two Course Alternate Drop Menu of Main & Dessert, Tea & Coffee  
Two Course Alternate Drop Menu of Entrée & Main, Tea & Coffee  
Three Course Alternate Drop Menu of Main & Dessert, Tea & Coffee

Bread Rolls

### ENTREE

Chef Selection of Soup

or

Assortment of Freshly Made Salad

or

Antipasto Platter

### MAIN

Roast Chicken with Lemon Grass

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or

Oriental Beef with Mushroom

or

Poached Fish Fillet with Veloute Sauce

### DESSERT

Seasoned Fresh Fruit Platter

or

Cheese Platter

or

Assorted Cakes



## MORNING &/or AFTERNOON TEA

If your conference or event includes morning and/or afternoon tea, this consists of a choice of one of the following options:

Sweet: Muffins, Scones, Danishes or Home Made Biscuits  
Savoury: Sandwich, Sausage Rolls, Fruit Platter or Cheese Plater

### COMBO

Freshly Brewed Coffee and Tea with Home made Biscuits & Muffins

Freshly Brewed Coffee and Tea with Home made Biscuits & Sausage Roll

Freshly Brewed Coffee and Tea with Fresh Fruit & Cheeses



### OTHER OPTIONAL UPGRADES *for all* PACKAGES

Freshly Brewed Coffee and Tea – On arrival  
Freshly Brewed Coffee and Tea – Continuous  
Equipment Hire

### SAVOURY COCKTAIL PLATTERS

Cocktail platters are also available for your event or function. Menus will be tailor made to your preferences.

### BEVERAGE PACKAGES

Beverage Packages are available for your event or function. A choice between a '3 hour Package' or 'Beverage on Consumption' are options for your consideration. For more information please discuss with our experienced staff.

- House Wine
- Soft drinks
- Juice
- Light and Standard Beer

# DINNER

## TWO COURSE BUFFET DINNER: MAIN & DESSERT

### Main

Fresh Baked Bread Roll  
Assortment of Freshly Made Salads  
Herb Rosemary Roasted Chicken  
Poached Fish Fillet with Veloute Sauce  
Country Style Beef Ragout  
A Selection of steamed Roasted Vegetables

### Dessert

Fruits in Season  
Cheese Platter  
Assortment of Cakes

Freshly Brewed Tea and Coffee

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## TWO COURSE BUFFET DINNER: ENTRÉE & MAIN

### Entrée

Fresh Baked Bread Roll  
Chef Selection of Soup  
Assortment of Freshly Made Salads  
Fresh Prawns served with Cocktail Sauce & Lemon Wedges

### Main

Fresh Baked Bread Roll  
Assortment of Freshly Made Salads  
Herb Rosemary Roasted Chicken  
Poached Fish Fillet with Veloute Sauce  
Country Style Beef Ragout  
A Selection of steamed Roasted Vegetables

Freshly Brewed Tea and Coffee

# DINNER

## THREE COURSE BUFFET DINNER ENTRÉE, MAIN & DESSERT

### Entrée

Fresh Baked Bread Roll  
Chef Selection of Soup  
Assortment of Freshly Made Salads  
Fresh Prawns served with Cocktail Sauce & Lemon Wedges

### Main

Fresh Baked Bread Roll  
Assortment of Freshly Made Salads  
Herb Rosemary Roasted Chicken  
Poached Fish Fillet with Veloute Sauce  
Country Style Beef Ragout  
A Selection of steamed Roasted Vegetables

### Dessert

Fruits in Season, Cheese Platter and Assortment of Cakes

Freshly Brewed Tea and Coffee



# DINNER

## ALTERNATE DROP MENU

(Based on a Minimum of 25pax)

**Two Course Alternate Drop (2 Choices)**  
**Three Course Alternate Drop (2 Choices)**

Bread Rolls

### Entree

Chef Selection of Soup

or

Freshly Made Salad

or

Antipasto

### Main

Roast Chicken with Lemon Grass

or

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Oriental Beef with Broccoli and Au Jus

or

Lamb Curry with Steamed Jasmine Rice

or

Roasted Rosemary Pork

or

Poached Fish Fillet with Veloute Sauce

### Dessert

Seasoned Fresh fruit Platter

or

Cheese Platter

or

Assorted Cakes

# WATERHOLE RESTAURANT



**Level 1, Darwin Central Hotel**

**Breakfast: Daily 6.00am – 10.00am**

*Great Espresso Coffee*

Have a great start to your day by following the pleasant aromas right to Waterhole Restaurant's Breakfast Buffet.

Using only the freshest of ingredients, the Waterhole Restaurant offers a ~~diverse breakfast buffet including breads, pastries, cereals, fruits, yoghurts,~~ selection of juices, Tea and Coffee. Plus a range of hot items from bacon, sausages, eggs, hash browns and baked beans.

Need a coffee to kick start your day? Why not stop by or ask for your Espresso Coffee. Also available to takeaway!



# TERMS & CONDITIONS

*PLEASE READ THIS DOCUMENT CAREFULLY AS IT CONTAINS IMPORTANT INFORMATION*

## **TENTATIVE RESERVATIONS**

Tentative reservations will be held for a period of fourteen (14) days, after which time the hotel reserves the right to release the booking without notice if it has not been confirmed.

## **CONFIRMATION**

Advice in writing together with a deposit of \$300 or 10% of the estimated event value, whichever is greater, is required to confirm reservations.

**ROOM ALLOCATION** The hotel reserves the right to assign another room and/or at another location for the event, if for any reason the originally designated room is unavailable or inappropriate in the opinion of the hotel.

## **ADVERTISING AND ENDORSEMENT**

The client must first obtain written permission from the Hotel Management before using either the name or trademark of the Darwin Central Hotel in any manner.

## **FOOD AND BEVERAGE**

No food or beverage is permitted to be brought onto the premises without the approval of the hotel. If there are any special requirements there may be a surcharge incurred.

## **LOSS OR DAMAGE**

To any part of the hotel or its equipment will be the financial responsibility of the organiser. No items are to be nailed, screwed, stapled or adhered to any wall, door, window or the other surface or part of the building. The hanging of banners must be approved by the hotel prior to the event.

## **DELIVERIES**

The Events Department must be advised in advance of any deliveries to the hotel. All items should be marked for the attention of the Events Department with the event name, date and number of items being delivered. The hotel will not accept responsibility for items left in the hotel more than 48 hours prior to or at the conclusion of the event without prior arrangement.

## **CONTENT OF EVENT**

If the hotel has reason to believe that a event will affect the smooth running of the hotel's business, security or reputation, the management reserves the right to cancel at its discretion and without notice or liability

## **CANCELLATIONS**

**All cancellations must be received and confirmed in writing.**

A tentative reservation may be cancelled at anytime without penalty.

Events cancelled one (1) month prior to the commencement date of the event will have the full value of the deposit refunded. Events cancelled less than one (1) month but more than fourteen (14) days from the commencement date of the event will be refunded 50% of the deposit and forfeit 50% of the deposit. Events cancelled fourteen (14) days or less from the commencement date of the event will forfeit the entire deposit. Where a confirmed event is cancelled less than forty-eight (48) hours prior to the commencement of the event the hotel reserves the right to impose a charge equal to the estimated value of the event (excluding beverages which would have been based on consumption).

## **FINAL DETAILS & NUMBERS**

All final details including menus, beverage arrangements, entertainment, and room set up, start, finish and intermission times must be provided seven (7) days prior to the event date. Guaranteed final numbers are required two (2) working days prior to the events date. Charges will be based on guaranteed numbers or the final head count, whichever is greater.

Where guaranteed final numbers are less than the estimated numbers on which the original quotation was based by 50% or more, the hotel reserves the right to apply a surcharge equal to 25% of the lost revenue or decline the event on the basis of the original quotation.



# TERMS & CONDITIONS

## **PAYMENT**

Full payment by bank cheque, cash or credit card is required seven (7) days prior to the event. Personal cheques and credit card payments will require clearance prior to the event. If any amount being outstanding at the conclusion of the event they must be settled on the day/evening. Credit facilities are only available to clients with an existing charge account, subject to approval of a credit application, which is available on request.

## **INSURANCE**

While all endeavours are made to ensure the safety and security of our staff and guests, the hotel cannot take responsibility for loss or damage of items prior to, during, or after the event and suggests organisers arrange their own insurance cover for valuable articles. The hotel waives responsibility for:

1. Theft, damage or loss of any goods brought onto the hotel premises, including the hotel car park;
2. Any introduced food or beverages to the event and the affect of them afterwards.

## **ACCOMMODATION**

Please refer to the Darwin Central Hotel's Accommodation Terms and Conditions, obtainable on request.

## **CONFETTI**

No confetti, rice or any other substance intended for the same purpose, will be used within the Darwin Central Hotel complex. The hotel reserves the right to recover all cleaning costs associated with the removal of confetti or any other substance intended for the same purpose.

## **SPECIAL EFFECTS**

Smoke machines, special balloon effects and / or pyrotechnics cannot be operated without the prior authority from the Events Office, due to the effect on the hotel smoke detectors. Should a Fire Brigade respond to an alarm in a events room, which has been set off by an unauthorised use of smoke machine, special balloon effect and or pyrotechnics, you will be liable for any charges incurred by the hotel.

## **CIRCUMSTANCES BEYOND THE CONTROL OF THE HOTEL**

If the hotel is unable to provide the facilities or any other arrangements for your event or any part thereof or to otherwise fulfill the agreement for circumstances beyond the control of the hotel, it shall not be responsible for any costs, damages or expenses that may be suffered or incurred.

## **DAMAGE & CONDUCT OF THE EVENT**

The client assumes responsibility for any and all damages caused by it or any of its guests, invitees, or other persons attending the event, whether in rooms or in any part of the property. The hotel reserves the right to charge the client for such damages. Events are conducted in an orderly and lawful manner, in accordance with all prevailing laws. The hotel reserves the right to terminate any event if the hotel reasonably believes that the event is not being conducted in an orderly and lawful manner. The hotel will have no responsibility for any costs, damages or expenses that you incur in relation to the hotel's termination of the event. The hotel may exclude or remove any person(s) or possession(s) from your event or hotel premises. This hotel practices principles of responsible service of alcohol and intoxicated and/or aggressive persons will not be served. No food or beverages of any kind, other than those provided by the hotel, will be permitted without express prior consent.

## **SURCHARGES**

A surcharge of \$5.00 per person per hour or part there of shall apply to events, which continue beyond midnight. A surcharge of 15% shall apply on all charges to events on gazetted public holidays and Sundays.

## **OTHER TERMS & CONDITIONS**

1. These Terms & Conditions shall be deemed void to the extend of any contradictory advice received in writing.
2. While every endeavour is made to maintain prices as printed, the hotel reserves the right to change prices without notice.
3. The hotel reserves the right to change the Terms & Conditions from time to time without notice.

## **AUSTRALIAN GOVERNMENT GOODS & SERVICES TAX (GST)**

All prices quoted include GST.

# DARWIN CENTRAL HOTEL – AGREEMENT

PLEASE SIGN AND RETURN WITH YOUR DEPOSIT

Name of Event: .....

Confirmed Date: .....

Contact: .....

Phone: ..... Fax: .....

Email: .....

Address: .....

.....

Tick this box if you do not wish to receive promotional material from the Darwin Central Hotel.

**Method of Payment** (required in full 7 days prior to the event)

Cash / Cheque/Credit Card (please circle)

Credit Card Details: \_\_\_\_\_

Type of Card: ..... Card Holders Name: .....

Card Number: ..... Expiry Date:.....

Signature: ..... Date: .....

## ACKNOWLEDGEMENT:

I, \_\_\_\_\_ hereby acknowledge that I have read the Terms and Conditions and agree to all terms, fees, costs and cancellation charges.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

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DCH Use Only:

Date Agreement Received: \_\_\_\_\_

DCH Staff Member: \_\_\_\_\_